



***City of Springfield, Missouri  
Downtown Mall Use***

***Special Event Permit***

Issued by the City of Springfield, Missouri,

***Hickory Hills Country Club  
4<sup>th</sup> of July Celebration***

For approved event scheduled for:

Event Date: July 4, 2019  
(Rain date – July 5, 2019)

Event Time: 11:00 a.m. – 10:00 p.m.

Event Location: Hickory Hills Country Club  
3909 E Cherry Street

Estimated Attendance: 800

**Conditions:**

**\*A fireworks permit must be obtained prior to the event date.**

Signed: Sharon Spain  
Special Event Permit Coordinator

Date Approved: 6/13/19

*This is a permit only and is not an endorsement of the scheduled event.*

## Spain, Sharon

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, June 5, 2019 9:43 AM  
**To:** Spain, Sharon  
**Subject:** Online Form Submittal: Special Event Permit Application

### Special Event Permit Application

#### City of Springfield Special Event Permit Application

Organization Name	Hickory Hills Country Club
Address	3909 East Cherry Street
Contact Name	Bob Newell
E-mail Address	bnewell@hickoryhillscountryclub.com
Home or Desk Phone	4178664384
Cell Phone	4174834920
Fax	<i>Field not completed.</i>
Second Contact Person	Daisy Drew
E-mail Address	daisy@hickoryhillscountryclub.com
Home or Desk Phone	4178664384
Cell Phone	2177378016
Fax	<i>Field not completed.</i>
Promoter, if different from Organization, & Address	<i>Field not completed.</i>
E-mail Address	<i>Field not completed.</i>
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>

#### Event Information

Event Name	Hickory Hills Country Club 4th of July Celebration
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Event Description	Fireworks
Please upload 501(c)(3) documentation if required.	<i>Field not completed.</i>
If you checked Other above, please describe.	<i>Field not completed.</i>
Event Date(s)	July 4, 2019
Alternate Event Date(s)	July 5th, 2019
Event Location	Private Property (Please indicate address below)
<p>Renting the Springfield Expo Center Lot (Please reserve 4-6 weeks in advance)          Use of the vacant lot at 735 E. Trafficway, requires a \$1,000 rental contract, certificate of insurance for a \$1 million general liability policy naming the City as an additional insured and the completion of a hold harmless agreement for any action arising out of your use of the property. If liquor is sold or served, please request a letter from the City Manager granting permission for such use on public property. Once that permission is granted, the City Licensing Department is notified and will proceed with the liquor catering/picnic license process. The state will issue that license. This entire process could take 5-10 business days. Liquor Liability (\$1 million policy) For events selling or serving alcohol, each liquor vendor is required to provide liquor liability insurance naming the City as an additional insured is required. A third party agreement may be required with your liquor vendor.</p>	
Name of Park and/or Street	3909 East Cherry Street
Event Address & Zip	3909 East Cherry St. Springfield, MO 65809
<p>Note: If this event will take place solely in a Springfield-Greene County Park, please call 417-864-1049 to reserve the park facilities.</p>	
Is this a charity event?	No
Organization benefiting from proceeds	<i>Field not completed.</i>
% of proceeds being donated	0
Is this a first-time event?	No
If no, what was the last year the event was held?	2018
Please list any variations from the last year the event was held.	<i>Field not completed.</i>

## Event Operations

Event Set Up Starts:	7/4/2019 8:00 AM
Event Set Up Complete By:	7/4/2019 10:30 AM
Event Start:	7/4/2019 11:00 AM
Event Close:	7/4/2019 10:00 PM
Event Teardown Starts:	7/4/2019 10:00 PM
Event Teardown Complete By:	7/4/2019 11:45 PM
Estimated Attendance Per Day	600-800
Will this event be open to the public?	Invitation-only
Will you be charging admission?	No
Will you be accepting donations?	No
Are you wanting to close a City street for your event?	No
Please indicate the street(s)/cross streets(s) you propose to close and what dates and times.	<i>Field not completed.</i>
From:	<i>Field not completed.</i>
To:	<i>Field not completed.</i>
Upload Event Route	<i>Field not completed.</i>
Food will be	Served, Prepared
How will food be prepared?	LP gas grill
Please list the contact information for each temporary food vendor that plans to serve food at the event.	
Food Vendor 1:	<i>Field not completed.</i>
Contact name	<i>Field not completed.</i>
Mobile phone number	<i>Field not completed.</i>



E-mail address	Field not completed.
Will more than one food vendor be serving food at the event?	No
Will electricity be provided to the food vendors?	No
Will alcoholic beverages be available at your event?	Yes
Alcoholic beverages will be	Sold by the drink
What type of alcoholic beverages?	Beer, Wine, Spiritous (hard) liquor
Please provide the address at which alcohol will be sold, given away and/or consumed.	3909 East Cherry St.
Name of business or organization that will be responsible for obtaining any necessary liquor permits, such as catering or picnic permits from the state of Missouri.	Hickory Hills Country Club
Alcohol Will Be Served From:	7/4/2019 11:00 AM
To:	7/4/2019 10:00 PM

#### City of Springfield Noise Standards

*(a) Maximum noise level. No operation or activity shall cause or create noise in excess of the sound levels prescribed below. (b) Sound level standards. The maximum permitted sound level shall be at a volume so as to not unreasonably and knowingly disturb or alarm another person or persons by loud noise. (c) Variations and exemptions. 1. The following uses and activities shall be exempt from the sound level standards: a. Noises not directly under the control of the property user; b. Noises emanating from construction and maintenance activities between 7:00 a.m. and 11:00 p.m.; c. The noises of safety signals, warning devices, emergency pressure relief valves and emergency electric generators; and d. Noises from moving sources such as automobiles and trucks on public right-of-way, railroad equipment on railroad right-of-way and railroad spurs on private property, and airplanes.*

Will there be live entertainment, music or	Yes
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amplified sound at your event?

If so, will stages be built? No

How many? 1

Performances will start 7/4/2019 5:00 PM

and conclude 7/4/2019 10:00 PM

Will tents be erected for your event? No

If you checked Yes, [click here to view tent permits and guidelines and to fill out an application for a tent permit.](#)

Will additional electrical wiring be installed for the event? No

How will you get electricity to your event? No electricity needed

Will access to water be required for the event? No

Will restroom facilities be required for the event? No

Have you arranged for security at your event? Yes

If so, who will be providing security? Please provide Organization, Address and Phone. 4 off-duty uniformed officers

Note: Applicant is responsible for security personnel for the duration of the event. The number of security officers or police officers will be determined by the Springfield Police Department based on the nature of the event. Please contact the Police Department at 864-1727 for questions or clarification.

Describe your plans for Emergency Medical Services. Ambulance if needed

Describe your plans for trash removal, as well as any organizations or persons directly involved We handle trash removal in house

with this aspect of the event.

Note: Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible for obtaining all additional permits/licenses/insurance certificates required upon issuance of this use permit. Applicant must check and agree to abide by the following conditions to obtain this permit.

CLEAN UP	I agree
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INSURANCE	I agree
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Your event may qualify for insurance through the TULIP Program, which provides low cost general liability insurance to "third party" users of various venues and facilities for events. It protects both the user and the facility against claims by guests who may be injured as a result of attending an event.	<a href="#">Read more about TULIP and how to get a policy.</a>
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UPLOAD Certificate of Insurance	<a href="#">20190605093945.pdf</a>
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INDEMNITY	I agree
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CITY CODES/PERMITS	I agree
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CONDUCT/NUISANCES	I agree
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UPLOAD Event Site Map or Sketch here.	<i>Field not completed.</i>
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Signature	By checking this box and typing my name below, I am electronically submitting my signature.
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First Name	Robert
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Middle Initial	A
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Last Name	Newell
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If you have questions regarding an event or this application, please contact Sharon Spain, Special Event Permit Coordinator, in the Department of Public Information, at 417-864-1105 or [sspain@springfieldmo.gov](mailto:sspain@springfieldmo.gov).

Email not displaying correctly? [View it in your browser.](#)